

**MINUTES FOR  
PROJECT ENGINEERS MEETING  
Monday, January 28, 2002  
2:15 pm, Conference Room 'C'**

1. Branch Staff Meeting..... Tim Rountree  
See attached minutes of Branch Staff Meeting.
2. CADD & PC Update ..... Randy Bissette  
Check to see if any of your employees need calculators and let Randy know. On the Roadway server a new folder will be placed named "Roadway" to be used on all new projects. A web site has been added for Consultant projects.
3. Working Days Cover Sheet ..... Ray Moore  
If you have a moratorium on in stream work be sure to indicate on the cover sheet or if no moratorium indicate that as well. Also continue to include sufficiency rating information at the top of the sheet. Show the end bent waiting periods if they exist.
4. TIP Cost/Scope Policy ..... Ricky Keith  
Please make sure that Doug Lane gets estimate information for your projects as soon as you know the number, type, and size of structures on your projects. If changes occur during the design phase of the project or if structures are added let him know as soon as possible. If Doug calls for information on the structures on your projects please help him with whatever he needs.
5. Causeway/Restoration Response ..... Ricky Keith  
In a previous meeting we passed out a response to the Alice Gordon type requests on causeway restoration. Some questions were raised and we went back to Construction. The wording has been revised slightly, but Ellis and Ron feel that what we have is workable in the field. We had to keep it close to the original because both the Agencies and Contractors had agreed to the original concept. Let me know if you have any problems with this.
6. Drilled Piers/Railroad Shoring ..... Greg Perfetti  
On railroad overheads if you get pile footings with shoring required please question soils about this. See Greg or Ricky if you get a foundation recommendation like this. Drilled shafts could be less expensive. Sometimes shoring will not work depending on the subsurface conditions.
7. Traffic Conduit on Bridges..... Tom Koch  
See handout for example. Traffic is wanting to install conduit on an increasing number of our structures, especially in urban areas. Lighting and electrical conduit details will now be handled in our unit. This will be a lump sum pay item. This should not be necessary for grade separations. A policy memo will be issued at a later date.

#### 8. Other

Environmental/Project Commitments - please be aware of any commitments that are made on your projects. If these appear unreasonable discuss with Planning or see me. Otherwise make sure these are covered in your plans and provisions.

TVA - there will be some changes on how our TVA permits are applied for. Let Greg know if you have any outstanding permit applications.